



Fiscal Stress Monitoring System

Self-Assessment Tool – User’s Guide

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Introduction

What is the Fiscal Stress Monitoring System Self-Assessment Tool?

The Fiscal Stress Monitoring System self-assessment tool is an extension of the Fiscal Stress Monitoring System (FSMS). The FSMS was developed by OSC to identify local governments and school districts that are in fiscal stress as well as those showing susceptibility to fiscal stress.

The FSMS self-assessment tool is an Excel workbook that enables local officials (or any member of the public) to do detailed analysis and comparisons as they relate to the fiscal stress level of a specific municipality. Within the tool, users can do the following:

- View recent trends in the local government's fiscal stress scores as well as trends for individual indicators.
- Generate projected fiscal stress scores by inputting financial data.
- See how the selected local government compares overall (as well as on each financial indicator) against groups of preselected comparable municipalities.
- View the underlying detailed financial data that was used to generate the current fiscal stress score.

This guide is intended to assist users in navigating the self-assessment tool.

Software Requirements: Microsoft Excel (Version 2003 or newer) must be installed on the user's computer in order to download the self-assessment tool.

Request assistance:

To receive assistance using the self-assessment tool, please contact the Data Management Unit of the State Comptroller's Office at AFRFile@osc.state.ny.us, 518-408-4934, or toll free at 866-321-8503 (Option 4).

Using the FSMS Self-Assessment Tool

The full version of the tool, which includes pre-populated data specific to the selected local government, is available online. A workbook is available for all municipalities for which a fiscal stress score has been calculated. For those that do not have a pre-populated workbook, an unpopulated version is available upon request.

***Note:** Only one local government may be selected at a time for review.

Part 1: Opening the Tool and Choosing a Local Government to View.

Select the following link to go to our website to choose a local government to analyze. You can also copy and paste this link into your web browser.

<http://wwe1.osc.state.ny.us/localgov/fiscalmonitoring/fsms.cfm>

Step 1. The main page of the FSMS Search Tool will be displayed.

Step 2. Enter a Local Government's name in the search bar located at the top of the page.

Step 3. Once you have located the relevant local government, in the last column to the right, click Download. Once this link is selected, the file may automatically download, or a window may open giving you the option to open the workbook or save it to your computer.

Fiscal Stress Monitoring System Search Tool

Search for a local government or school district:

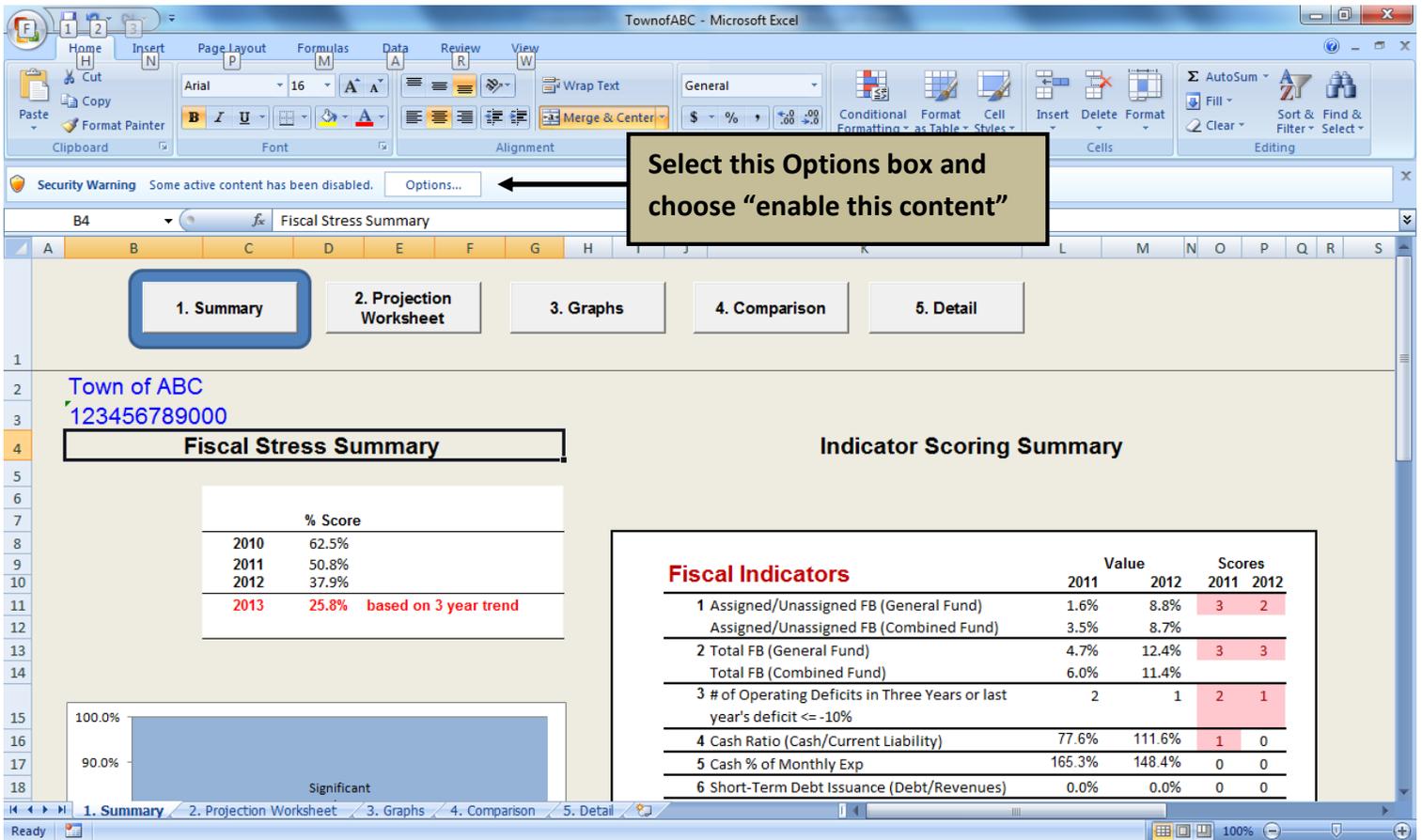
- [System Fact Sheet](#)
- [System Report](#)

Self-Assessment Tool: The self-assessment tool is an interactive excel workbook that can be used to generate fiscal stress projections or view indicator data, recent trends and peer group comparisons.

- [Self-Assessment Tool User Guide](#)

Fiscal Year Ending In	Class	Local Government/School District Name	County	Stress Designation	Fiscal Scores			Environmental Score	Region	Self-Assessment Tool (.xls)
					Current Year	1 Year Prior	2 Years Prior			
2014	Town	Adams	Jefferson	No Designation	9.6%	9.6%	9.6%	6.7%	North Country	Download
2014	Village	Adams	Jefferson	No Designation	9.6%	11.3%	-	6.7%	North Country	Download
2014	Town	Addison	Steuben	No Designation	25.4%	28.3%	35.0%	23.3%	Southern Tier	Download
2014	Village	Addison	Steuben	No Designation	10.0%	-	-	22.1%	Southern Tier	Download
2014	School	Addison	Steuben	No Designation	13.3%	20.0%	-	9.2%	Southern Tier	Download
2014	School	Adirondack	Oneida	No Designation	13.3%	6.7%	-	6.7%	Mohawk Valley	Download
2014	Town	Afton	Chenango	No Designation	6.7%	6.7%	6.7%	29.2%	Southern Tier	Download
2014	Village	Afton	Chenango	No Designation	3.3%	8.3%	-	15.0%	Southern Tier	Download
2014	School	Afton	Chenango	No Designation	11.7%	6.7%	-	18.3%	Southern Tier	Download
2014	Village	Airmont	Rockland	No Designation	1.7%	5.0%	5.0%	21.3%	Mid-Hudson	Download
2014	Village	Akron	Erie	Moderate	61.3%	15.8%	-	16.3%	Western New York	Download
2014	School	Akron	Erie	No Designation	6.7%	6.7%	-	0.0%	Western New York	Download
2014	Town	Alabama	Genesee	No Designation	10.0%	10.0%	0.0%	30.8%	Finger Lakes	Download
2014	City	Albany	Albany	Significant	67.5%	40.0%	35.4%	28.8%	Capital District	Download
2014	County	Albany	Albany	Susceptible	51.3%	54.6%	57.9%	13.3%	Capital District	Download
2014	School	Albany	Albany	No Designation	6.7%	11.7%	-	48.3%	Capital District	Download

Step 4. Once the workbook is opened, you must enable MACROS in order for all of the interactive buttons to function in the workbook. Depending on which version of Excel you are using, this may happen automatically, or you may be prompted with a warning in the tool bar areas of the worksheet. As shown below, select options, choose “enable this content”, and click OK.



Part 2: Using the Workbook.

Once the workbook is opened and properly enabled, the user can use the five buttons along the top of each worksheet. These buttons can be used to navigate from sheet to sheet within the workbook. The five worksheets within the self-assessment tool are as follows:

- Sheet 1: Summary
- Sheet 2: Projection Worksheet
- Sheet 3: Graphs
- Sheet 4: Comparison
- Sheet 5: Detail

The features and applications available within each of the five worksheets will be described in the next sections. A sample Town will be used for illustration throughout—the Town of ABC.

Sheet 1: Summary

The summary tab provides the municipality's weighted fiscal stress scores along with a graph illustrating the past three years of scores. The summary tab also shows a projected score¹ for the current fiscal year.

On the right-hand side of the page, a summary of the financial and environmental indicators is provided along with the raw (un-weighted) scores for each of the indicators. The raw score for each

1. Summary

2. Projection Worksheet

3. Graphs

4. Comparison

5. Detail

Town of ABC
123456789000

Fiscal Stress Summary

	% Score
2010	62.5%
2011	50.8%
2012	37.9%
2013	25.8% based on 3 year trend

3-Years of Fiscal Stress Scores and a Projected Score

Indicator Scoring Summary

Values and Raw Scores for Each Indicator

Fiscal Indicators	Value		Scores	
	2011	2012	2011	2012
1 Assigned/Unassigned FB (General Fund)	1.6%	8.8%	3	2
Assigned/Unassigned FB (Combined Fund)	3.5%	8.7%		
2 Total FB (General Fund)	4.7%	12.4%	3	3
Total FB (Combined Fund)	6.0%	11.4%		
3 # of Operating Deficits in Three Years or last year's deficit <= -10%	2	1	2	1
4 Cash Ratio (Cash/Current Liability)	77.6%	111.6%	1	0
5 Cash % of Monthly Exp	165.3%	148.4%	0	0
6 Short-Term Debt Issuance (Debt/Revenues)	0.0%	0.0%	0	0
7 Short-Term Debt Trend (consecutive debt or BN in last year)	0	0	0	0
8 Pers Svc and Emp Benefits % Revs (3 yr avg)	47.3%	47.3%	0	0
9 Debt Service % Revenues (3 yr avg)	19.8%	19.0%	2	2

Environmental Indicators

	Value	Score
1 Change in Population	11.8%	0
2 Change in Median Age	5.1%	0
3 Median Age of Population	43.4	0
4 Child Poverty Rate	4.5%	0
5 Change in Child Poverty Rate	-0.7%	0
6 Change in Property Value (4 year avg)	1.1%	0
7 Property Value Per Capita	\$77,719	0
8 Change in Unemployment Rate	-0.3	0
9 Unemployment Rate	7.5%	0
10 Change in Total Jobs in County	-2.3%	1
11 Reliance on State and Federal Aid	6.9%	0
12 Change in State and Federal Aid	15.5%	0
13 Constitutional Tax Limit	N/A	N/A
14 Change in Sales Tax Receipts	N/A	N/A

No Designation

* Financial information provided on this page is pulled from reports submitted by the municipality. OSC performs a formal review of the information on an annual basis. However, OSC is unable to verify the accuracy of all the data elements upon which an entity's prior year fiscal stress score is based.

** The summary graph projects a fiscal stress score based on a three-year trend analysis. This score is not based on data submitted by the locality. The predicted score is most reliable for municipalities which have followed a level trend but is less reliable for municipalities with scores that do not follow a steady trend.

¹ The projected score is based on a linear extension of the trend from the prior three years. This is an extension of the "line of best fit" and is not based on data submitted by the local government. Additionally, if a municipality did not file the Annual Update Document (AUD) in any of the prior three fiscal years, a projection will not be computed. The projected score is prevented from being less than zero.

indicator is highlighted in pink if the value exceeds zero. Thus the user can quickly assess the overall fiscal stress level of the local government, the recent trend in overall fiscal stress, and the specific indicators/areas that are producing the stress.

From this worksheet, the user can maneuver between different worksheets to access additional components of the self-assessment tool by using the large buttons at the top of the worksheet.

Sheet 2: Projection Worksheet

On this sheet, users can enter data for both the current year and next fiscal year to generate projections of future fiscal stress scores and levels. The projection worksheet can be used to assist local officials in understanding the short-term financial impact of budget proposals. This tool enables “what if” analysis, which can be useful for budgetary decision making, and the projections provide a means for educating local boards and citizens as to the specific fiscal challenges that local governments face.

There are 18 data elements that are necessary to compute a fiscal stress score using the FSMS. These elements are listed down the left-hand column of the projection worksheet along with a basic definition. The worksheet is automatically populated with three years of historical data pulled from the selected municipality’s Annual Update Document (AUD).

Scroll down the sheet to see the raw score for each indicator along with the overall fiscal stress scores for each of the last three fiscal years. At the very bottom of the worksheet are some basic definitions of terms to assist the user in pulling together data for the projection.

The fourth and fifth columns of data are left blank. This is where the user can enter data to get projections of future fiscal stress scores and levels. To develop projected scores, the user must enter the required data into the appropriate cells. The data does not have to be entered in sequential order.

1. Summary | **2. Projection Worksheet** | 3. Graphs | 4. Comparison | 5. Detail

Name: Town of ABC
MuniCode: 123456789000
County: Upstate County

Fiscal Year End: 31-Dec
Last Year Filed: 2014

Enter data here and scroll down to see the projected fiscal stress level for the current fiscal year.

Enter Current Data in This Column to Generate a Projected Score

Enter Projected Next Year Data in This Column to Generate a Projected Score

Fiscal Stress Financial Indicator Components		Most Recent Three Fiscal Years Filed			Projection: Current Fiscal Year End	Projection: Next Fiscal Year End
		2012	2013	2014	2015	2016
Assigned Unappropriated and Unassigned FB	Total Assigned Unappropriated (account code 915) and Unassigned (code 917) Fund Balance: General and Highway Town-wide Funds only	137,622.00	445,306.00	569,326.00	651,257.00	651,257.00
	Total Assigned Unappropriated (code 915) and Unassigned (code 917 and code 924 for Enterprise Funds) Fund Balance: Combined Funds	1,064,638.00	1,050,713.00	1,338,862.00	1,289,857.00	1,289,857.00
Total Fund Balance	Total Fund Balance: General and Highway Town-Wide Funds only	188,687.83	496,500.83	620,596.83	600,127.00	600,127.00
	Total Fund Balance: Combined Funds	1,762,990.95	1,752,882.95	2,015,784.95	2,107,560.00	2,107,560.00
Expenditures	Gross Expenditures (this includes transfers out): General and Highway Town-wide Funds only	1,000,199.00	1,029,157.00	928,879.00	898,575.00	898,575.00
	Gross Expenditures (Includes transfers out): Combined Funds	2,077,689.00	2,454,543.00	2,256,590.00	2,359,751.00	2,359,751.00
Revenues	Total Revenues (do not include transfers in): General Fund	856,016.00	1,055,528.00	934,380.00	912,954.00	912,954.00
	Total Revenues (do not include transfers in): All Funds (Excluding Capital Project Fund)	2,256,136.00	2,483,218.00	2,562,508.00	2,562,508.00	2,562,508.00
	Gross Revenues (includes transfers in): Combined Funds	2,211,347.00	2,444,435.00	2,519,492.00	2,519,492.00	2,519,492.00
Cash and Investments	Cash and Investments A (codes 200 to 223, 450 and 451): Combined Funds	1,445,666.00	1,414,740.00	1,677,129.00	1,677,129.00	1,677,129.00
	Cash and Investments B (codes 200, 201, 450 and 451): Combined Funds	1,445,666.00	1,414,740.00	1,677,129.00	1,677,129.00	1,677,129.00
Current Liabilities	Current Liabilities (codes 600 to 626, 631 to 668): Combined Funds	0.00	0.00	0.00	0.00	0.00
Taxes Receivable	Taxes Receivable (codes 280, 290, and 295): Combined Funds	0.00	0.00	0.00	0.00	0.00
Debt Related	Short Term Debt Issued during the year (Revenue Anticipation Notes, Tax Anticipation Notes, and Budget Notes only): All Funds	0.00	0.00	0.00	0.00	0.00
	Budget Note issued during fiscal year: All Funds	No	No	No	No	No
	Debt Service Expenditures (Expenditure Object Code .6 and .7): All Funds except Capital Projects Fund	161,562.00	162,948.00	159,101.00	159,101.00	159,101.00
	Proceeds from current refunding bonds (code 5792): Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Personal Service and Employee Benefits	Personal Service and Employee Benefits Expenditure Object Codes .1 (Personal Services) and .8 (Employee Benefits): All Funds except Capital Projects Fund	688,821.00	881,395.00	843,907.00	843,907.00	843,907.00

NOTE: If a municipality did not file the necessary Annual Update Document (AUD) in any of the fiscal years, a projection of the current score will not be generated.

		Indicator Projected Scores				
Fiscal Stress Financial Indicators		2012	2013	2014	2015	2016
Indicator 1	Assigned and Unassigned Fund Balance as a percentage (%) of Expenditures	0	1	1	1	1
Indicator 2	Total Fund Balance as a percentage (%) of Expenditures	1	0	0	0	0
Indicator 3	Operating Deficits	1	1	1	1	0
Indicator 4	Cash Ratio- Cash and Investments as a percentage (%) of Current Liabilities	0	0	0	0	0
Indicator 5	Cash as a Percentage of Monthly Expenditures	0	0	0	0	0
Indicator 6	Short Term Debt issuance as a percentage (%) of Revenues	0	0	0	0	0
Indicator 7	Number of years of short term debt was issued or BN in last year	0	0	0	0	0
Indicator 8	Personal Service and Employee Benefits as a percentage (%) of Revenues (3 year avg)	0	0	0	0	0
Indicator 9	Debt Service as a Percentage (%) of Revenues (3 year avg)	0	0	0	0	0

Total Raw Score	2	2	2	2	1
Total Weighted Score	2.78	2.78	2.78	2.78	1.81
Percentage of 29 Possible Points Scored	9.6%	9.6%	9.6%	9.6%	6.3%
Score Classification	No Designation				

	General Fund	Combined Funds
Towns	A, DA	A, B, DA, DB, FX, G, ES, EW, SS, SW
	Point Range	Percent Range (out of 29 max pts)
Significant Fiscal Stress	18.85 - 29	65 - 100%
Moderate Fiscal Stress	15.95 - 18.84	55 - 64.9%
Susceptible Fiscal Stress	13.05 - 15.94	45 - 54.9%
No Designation	0 - 13.04	0 - 44.9%

Revenue and Expenditure Definitions
 Gross Revenues = Revenues and Other Sources
 Total Revenues = Revenues
 Gross Expenditures = Expenditures and Other Uses
 Total Expenditures = Expenditures

Basic Definitions → **Projected Fiscal Stress Score & Designation**

Prior year data has not been verified by OSC, but is shown here as reported by the local government for the sake of comparison over time. This projection tool allows the user to project future outcomes based on various scenarios. However, this worksheet does not limit entries based on feasibility. OSC takes no responsibility for the accuracy of the projections.

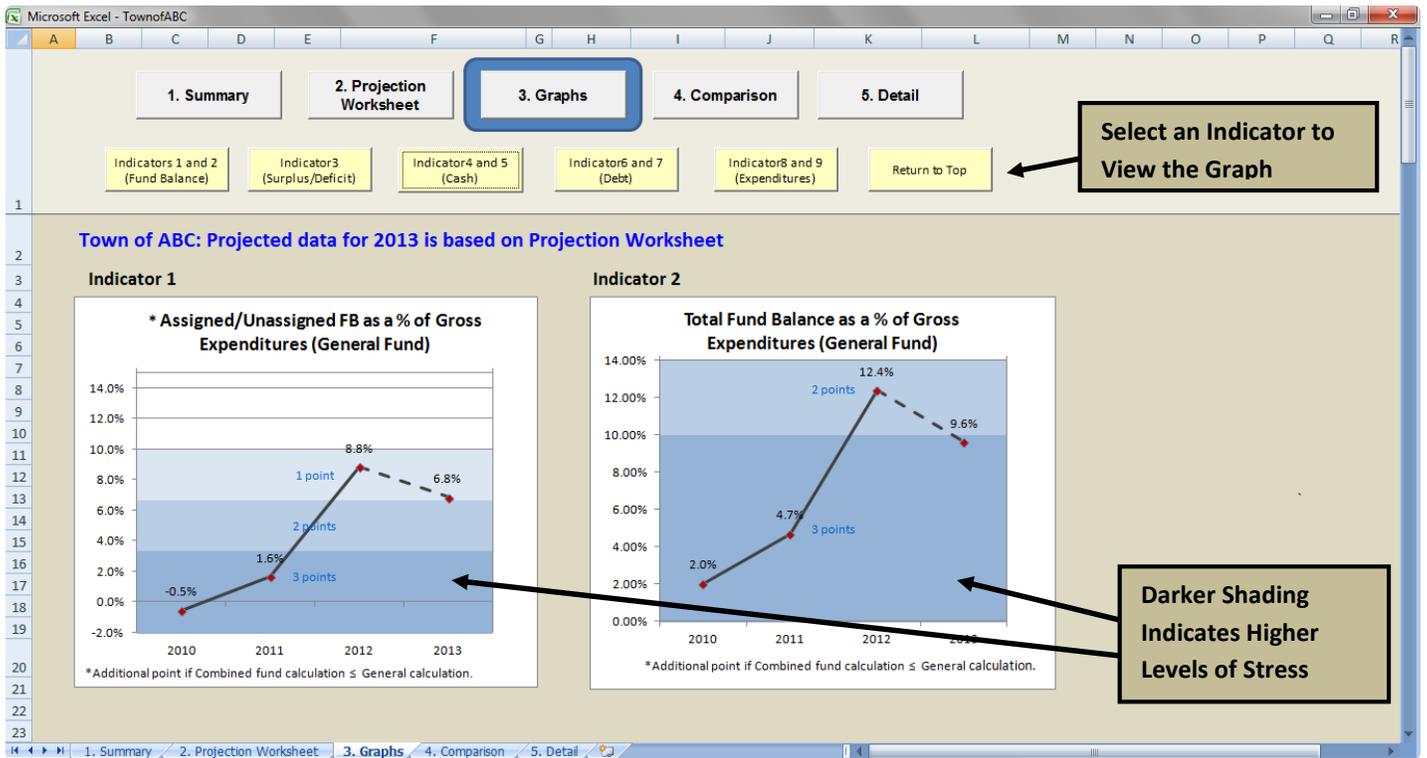
After all data has been entered, the projected scores will be displayed. The user must scroll down to observe the projected scores. The projected scores that are generated on this page will carry through to sheet 3 (graphs) where the projected values will be displayed on the graphs (denoted with dotted lines). If the user does not enter values in this sheet to generate projections, then the values for the future years will be shown as zero on the accompanying graphs.

Sheet 3: Graphs

This page will display charts of the selected local government’s standing on each of the nine financial indicators. Each graph shows the three most recent fiscal years as well as any future years’ projected values based on data entered in the projection worksheet (identified by the dotted line). If the projection worksheet was not filled in, the future years will show as zero.

There is a chart for each of the financial indicators. Each graph (if applicable) contains a series of shaded regions which denote the “stress condition” areas using the scoring thresholds set in the FSMS. Darker shading indicates more serious levels of fiscal stress for that particular indicator.

To move from one graph to the next, scroll down the sheet, or click on the yellow buttons along the top of the screen underneath the tab buttons.



Sheet 4: Comparison

This page will display comparative charts of each financial indicator (excluding indicators 6 and 7) for the selected municipality against those within its same municipal class, region, and size.

A peer group chart is located next to indicator 3. The peer groups used for comparison are generated using the number of localities that meet the group's criteria for which a score has been calculated. These groups will increase in size over time as additional scores are released. The number currently included in each comparison group is shown in the peer group chart. Greater caution should be taken when the number of units in the comparison group is small (for example, fewer than five).

To move from one graph to the next, scroll down the sheet, or click on the yellow buttons along the top of the screen underneath the tab buttons.

Sheet 5: Detail

This page displays information to assist users in understanding how the most recent fiscal stress score was calculated. Displayed on this page are the scoring methodologies, the calculation equations, the values used in each calculation, the score for each indicator and category, and the weight assigned to each category. This information is provided consistently across the columns for each indicator.

Several categories use more than one indicator; the weight column shows which indicators apply to each category. At the bottom of the page are definitions of the fiscal stress designation parameters, the funds used in calculations, and the data requiring clarification.

Indicator	Description	Year	Data	Points	Weight	Score
1. General and Highway Town-wide Funds Only						
5	3 Points ≤ 3.33% Last Fiscal Year	2012	Assigned Unassigned FB (Codes 915 & 917 A and DA Fu	521,556		
6	2 Points > 3.33% But ≤ 6.67% Last Fiscal Year		Assigned Unassigned FB (Codes 915 & 917 Combined F	783,507		
7	1 Point > 6.67% But ≤ 10% Last Fiscal Year		Gross Expenditures (A and DA Funds)	5,917,563		
8			Gross Expenditures (Combined Funds)	9,009,682		
9			Assigned Unassigned FB / Gross Exp (A and DA Funds)	8.8%	1 pt	
10			Assigned Unassigned FB / Gross Exp (Combined Funds)	8.7%	1 pt	
2. General and Highway Town-wide Funds Only						
11	3 Points ≤ 10% Last Fiscal Year	2012	Account code: 8029 (A and DA Funds)	732,314		
12	2 Points > 10% But ≤ 15% Last Fiscal Year		Account code: 8029 (Combined Funds)	1,025,772		
13	1 Point > 15% But ≤ 20% Last Fiscal Year		Gross Expenditures (A and DA Funds)	5,917,563		
14			Gross Expenditures (Combined Funds)	9,009,682		
15			8029 / Gross Exp (A and DA Funds)	12.4%	2 pts	
16			8029 / Gross Exp (Combined Funds)	11.4%	1 pt	
3. Combined Funds						
17	3 Points = Deficits in 3/3 Last Fiscal Years or a Deficit in the Last Fiscal Year ≤ -10%	2010	Gross Revenues (Combined Funds)	8,613,366		
18			Gross Expenditures (Combined Funds)	9,269,060		
19			Deficit (Combined Funds)	(655,694)	1 pts	
20	2 Points = Deficits in 2/3 Last Fiscal Years	2011	Gross Revenues (Combined Funds)	9,484,866		
21	1 Point = Deficit in 1/3 Last Fiscal Years		Gross Expenditures (Combined Funds)	8,640,012		
22			Deficit (Combined Funds)	844,854	0 pts	
23		2012	Gross Revenues (Combined Funds)	9,514,372		
24			Gross Expenditures (Combined Funds)	9,009,682		
25			Deficit (Combined Funds)	504,690	0 pts	
26			Deficit / Gross Expenditures (Combined Funds)	5.6%	0 pts	
27		2012	Cash and Investment Account Codes 200-223,450,451	1,113,911		
28			Net Current Liability Account Codes 600-626 & 631-668	998,261		
29			Less Codes 280,290,295			
30						

Printing

To print a page, select the print option while the desired page is displayed on the screen. Each page has been preformatted to print on 8½ X 11 paper. Several of the worksheets will print on more than one sheet to allow content to be printed legibly.